



GAIL FARBER, Director

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331


<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

27 August 18, 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

August 18, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**CONSTRUCTION CONTRACT
DEPARTMENT OF BEACHES AND HARBORS
PERMITS BUILDING TENANT IMPROVEMENTS PROJECT
PARCEL 150, MARINA DEL REY
ESTABLISH CAPITAL PROJECT
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
SPECS. 7333; CAPITAL PROJECT NO. 88996
(FOURTH DISTRICT)
(3 VOTES)**

SUBJECT

Approval of the recommended actions will find the proposed Permits Building Tenant Improvements project exempt from the California Environmental Quality Act; establish and approve the capital project; approve the Project Budget and Appropriation Adjustment; and authorize the Department of Public Works to deliver the project using a Board-approved job order contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the proposed Permits Building Tenant Improvements project exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Establish and approve the Permits Building Tenant Improvements project, Capital Project No. 88996, with a total project budget of \$1,862,000.
3. Approve the Appropriation Adjustment to transfer \$1,795,000 from the Marina Accumulative Capital Outlay Fund to the Fiscal Year 2015-16 Capital Projects/Refurbishment Budget, under Capital Project No. 88996, to complete funding for the Permits Building Tenant Improvements

project.

4. Authorize the Department of Public Works to deliver the project using a Board-approved job order contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Permits Building Tenant Improvements project exempt from the California Environmental Quality Act (CEQA); establish and approve the capital project; approve the Project Budget and Appropriation Adjustment; and authorize the Department of Public Works to deliver the project using a Board-approved job order contract (JOC).

Project Background and Description

The existing 1,242-square-foot, single-story building located at 4601 Lincoln Boulevard, Marina del Rey, was built in 1967. It was last occupied by Marina Physical Therapy until the lease expired in July 2006. The County of Los Angeles is currently using the building as a storage facility.

The proposed project will remodel the existing building to create office space for Beaches and Harbors' staff that will be relocated from the office trailers at Parcel GG on Fiji Way. The project will consist of reconfiguring and remodeling the interior of the building to create a public counter/lobby space and a staff work area, office, and restroom. Also, the exterior of the building will receive minor improvements, including repair and repainting of the roof and walls and replacement of the door and window glazing. In addition, the project will include site improvements, such as resurfacing of the parking lot, replacement of the access ramp from the parking lot to the elevated building entrance to meet current Americans with Disabilities Act requirements, and the addition of a trash enclosure in the parking lot.

The project was designed by a Public Works' Board-approved, as-needed consultant and will be constructed using a Board-approved JOC. It is anticipated that construction will begin in February 2016 and be completed in October 2016.

Green Building/Sustainable Design Program

The project will support the Board's Green Building/Sustainable Design Program by incorporating water-efficient plumbing fixtures, energy-efficient lighting fixtures and mechanical equipment, and high-efficiency glazing for the exterior windows and doors as part of the remodeled building.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Services Delivery (Goal 3). These recommended actions support the Strategic Plan by investing in public infrastructure that will improve the delivery of services for County residents and visitors.

FISCAL IMPACT/FINANCING

The total project cost, including plans and specifications, plan check, construction, consultant

services, miscellaneous expenditures, civic art, and County services, is currently estimated at \$1,862,000. The Project Schedule and Budget Summary are detailed in Enclosure A.

A portion of the design costs (\$67,000) was funded from the Fiscal Year 2014-15 Marina Accumulative Capital Outlay Fund. Approval of the Appropriation Adjustment (Enclosure B) will transfer \$1,795,000 from the Marina Accumulative Capital Outlay Fund to the Fiscal Year 2015-16 Capital Projects/Refurbishment Budget, under Capital Project No. 88996, to complete funding for the project.

Operating Budget Impact

Following completion of the project, Beaches and Harbors will fund the additional associated maintenance and operational costs with existing budgetary resources from its Operating Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The project design concept was presented to and approved by the Marina del Rey Design Control Board in April 2015.

The procurement and installation of the modular and loose furniture for the refurbished building will be handled through a purchase order under the Internal Services Department's purchasing program.

In accordance with the Board's Civic Art Policy adopted on December 7, 2004, and amended on December 15, 2009, the proposed project budget includes 1 percent of design and construction costs to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed project is categorically exempt from CEQA. It consists of repairing and remodeling the existing building and parking lot area at Parcel 150, including replacing the access ramp from the parking lot to the elevated building entrance to meet current Americans with Disabilities Act requirements, resurfacing of the parking lot, and adding a trash enclosure in the parking lot. The proposed project is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301 (a), (d), and (l); 15302 (b); and 15303 (e) of the CEQA Guidelines, and Classes 1(c), (d), and (h); 2(a); and 3(b) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The project provides for repair, renovation, and minor alterations of existing facilities with negligible or no expansion of an existing use; replacement of existing facilities with new facilities of substantially the same size, purpose, and capacity; and construction of new small appurtenant structures. The proposed project is not located in a sensitive environment, and there are no cumulative impacts, unusual circumstances or other limiting factors that would make the exemption inapplicable based on the project records.

Upon the Board's approval of the project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

CONTRACTING PROCESS

Public Works utilized one of its as-needed consultants, Frank R. Webb Architects, Inc., to complete

the project design, and will carry out the construction using a Board-approved JOC.

The purchase and installation of the modular and loose furniture will be requisitioned through and accomplished in accordance with the County's purchasing policies and procedures established by the Internal Services Department.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current County services or projects.

CONCLUSION

Please return one adopted copy of this Board letter to the Department of Public Works, Project Management Division I.

Respectfully submitted,

A handwritten signature in black ink that reads "Gail Farber". The signature is written in a cursive, flowing style.

GAIL FARBER

Director

GF:DPH:mae

Enclosures

c: Arts Commission
Department of Beaches and Harbors
Chief Executive Office
(Capital Programs Division)
County Counsel
Executive Office
Internal Services Department

August 18, 2015

ENCLOSURE A

**DEPARTMENT OF BEACHES AND HARBORS
PERMITS BUILDING TENANT IMPROVEMENTS PROJECT
PARCEL 150, MARINA DEL REY
ESTABLISH CAPITAL PROJECT
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
SPECS. 7333; CAPITAL PROJECT NO. 88996**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Construction Documents	09/17/15
Jurisdictional Approvals	11/19/15
Construction Award	01/28/16
Construction Start	02/15/16
Substantial Completion	10/27/16
Final Acceptance	12/29/16

II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$ 0
Job Order Contract	950,000
Change Orders	190,000
Departmental Crafts	0
Youth Employment	0
Construction Consultants	0
Furniture, Fixtures, and Equipment	65,000
Telecommunication/Data Equipment (ISD)	100,000
Civic Arts	11,000
Misc. Fees (Gordian Group)	10,000
Other: Utility Connection Fees	7,000
Subtotal	\$1,333,000
Programming/Development	\$ 0
Plans and Specifications	\$ 151,000
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	25,000
Geotech/Soils Report and Soils Testing	5,000
Material Testing	15,000
Cost Estimating	0
Topographic Surveys	0
Construction Management	0
Construction Administration	0
Environmental	0
Legal	0
Construction/Change Order	0
Subtotal	\$ 45,000
Miscellaneous Expenditures	\$ 10,000
Jurisdictional Review/Plan Check/Permits	\$ 25,000
County Services	
Code Compliance and Quality Control Inspection	\$ 75,000
Design Review	0
Design Services	0
Contract Administration	25,000
Project Management	105,000
Project Management Support Services	0
Consultant Contract Recovery	17,000
ISD-Job Order Contract Management	0
DPW-Job Order Contract Management	0
ISD-ITS Communications	40,000
Project Security	0
Project Technical Support	26,000
ISD-Countywide Contract Compliance Section	10,000
Legal	0
Subtotal	\$ 298,000
TOTAL	\$1,862,000

August 18, 2015

ENCLOSURE B

**DEPARTMENT OF BEACHES AND HARBORS
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APPROPRIATION ADJUSTMENT

(See Enclosure)

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF BEACHES AND HARBORS

DEPT'S.
NO. 055

August 18, 2015

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2015-16

3 - VOTES

SOURCES

MARINA REPLACEMENT ACO FUND
MA2-BH-2000-65296
SERVICES AND SUPPLIES - \$1,795,000
DECREASE APPROPRIATION

USES

MARINA DEL REY ACO
PERMITS BUILDING TENANT IMPROVEMENTS PROJECT
MA2-CP-6014-65051-88996
CAPITAL ASSETS - B&I - \$1,795,000
INCREASE APPROPRIATION

SOURCES TOTAL: \$ 1,795,000

USES TOTAL: \$ 1,795,000

JUSTIFICATION

Reflects the transfer of appropriation from the Marina Accumulative Capital Outlay Fund services and supplies budget to fund the Permits Building Tenant Improvements Project (CP#88996).

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

Adriana Zarate-Lee
AUTHORIZED SIGNATURE Adriana Zarate-Lee, Head, Financial Services

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

27

AUG 18 2015

Patrick O'Connor
PATRICK O'CONNOR
ACTING EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO. 013

JB
August 4 20 15

☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

Mike
August 5 20 15